

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S14-058

DATE: June 5, 2014

SUBJECT: **ANNOUNCEMENT NUMBER: 14-20**

OPEN TO: All Interested Candidates

POSITION: **Registered Nurse, ERR-FSN-9, FP-05**

OPENING DATE: June 5, 2014

CLOSING DATE: June 19, 2014

WORK HOURS: Full-time

SALARY: *Not Ordinary Resident: US\$50,544 per annum
Position grade: FP-05

*Ordinary Resident: US\$ 40,099 per annum
Position grade: ERR-FSN-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Registered Nurse in the Embassy Health Unit section.

BASIC FUNCTION OF POSITION

The incumbent will be a U.S. professional nurse or Western European equivalent trained professional nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of Regional Medical Officer (RMO). The incumbent will provide the full range of nursing services to American staff and their eligible dependents.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European country equivalent.
2. At least two years of nursing experience in an out-patient clinic or full service general hospital.
3. Must possess basic nursing skills to perform vital signs measurement, injection of medication, and provide bedside nursing care.
4. Level II Speaking/Reading/Writing French is required. Level IV Speaking/Reading/Writing English required. English language proficiency will be tested.
5. Possess excellent computer skills and be able to type at least 30wds per min and be proficient in Microsoft Word, and Excel spreadsheets. Must be able to research medical issues using the internet.
6. Possess good interpersonal skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS ET PERMIS):

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) **that addresses the qualification requirements of the position as listed above.**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov
Subject: [Registered Nurse](#)

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: JUNE 19, 2014

The U.S. Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.